



Policy: 4440
Procedure: 4440.08
Chapter: Education
Rule: Substitute Teachers

Effective: 7/30/08
Replaces: 4440.08
Dated: 10/10/1997

Purpose:

Arizona Department of Juvenile Corrections (ADJC) secure care schools operate education classes on all education program days, regardless of teacher absences. The Principal assigns a certified teacher or substitute teacher when possible to cover for an absent teacher. In the event a teacher is not available to cover a class, the principal shall make other arrangements to see that those students remain in an education program during the day.

Rules:

1. The **EDUCATION PRINCIPAL** shall:
 - a. Approve annual leave and requests to attend conferences only when sufficient staffing is available to substitute for the regular teacher;
 - b. Project the minimum number of employees necessary for any education program day and include a reasonable projection for teacher absences, such as illness;
 - c. Ensure complete lesson plans and materials are provided for by the classroom teacher who is absent;
 - d. Ensure the substitute teacher assumes the class management duties and responsibilities of the absent teacher and carries out the instructional directions left by the absent teacher.

Signature Date

4/14/08

Approved by Process Owner

Patrick J. Jeske

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham

Michael D. Branham, Director